

*"Shaping  
a more livable  
High Point"*

PLANNING AND DEVELOPMENT DEPARTMENT  
DEVELOPMENT SERVICES DIVISION  
CITY OF HIGH POINT  
NORTH CAROLINA

Staff Use Only  
Filing Date: \_\_\_\_\_  
Case No.: \_\_\_\_\_  
Payment: \_\_\_\_\_  
Approval Date: \_\_\_\_\_

HISTORIC PRESERVATION CERTIFICATE OF APPROPRIATENESS

A. HISTORIC DISTRICT \_\_\_\_\_

B. APPLICANT/OWNER/REPRESENTATIVE INFORMATION

Applicant: \_\_\_\_\_

Address \_\_\_\_\_

Telephone number (w) \_\_\_\_\_ (h) \_\_\_\_\_

Owner (if different) \_\_\_\_\_

Address \_\_\_\_\_

Telephone number (w) \_\_\_\_\_ (h) \_\_\_\_\_

( ) If there are additional property owners, check here and attach their names and addresses.

C. PROPERTY LOCATION AND IDENTIFICATION INFORMATION

Tax Map(s)

Tax Block(s)

Tax Lot(s)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

D. PROPERTY SITE INFORMATION

Total acreage/square footage of property: \_\_\_\_\_

Total frontage: \_\_\_\_\_ Depth: \_\_\_\_\_

Structures on property ? (if yes, give use, and year built for each structure)

\_\_\_\_\_  
\_\_\_\_\_

Existing Use: \_\_\_\_\_

E. EXTERIOR ALTERATIONS OR REPAIRS

Describe clearly and in detail all the work to be done. Include photograph, material specifications, colors, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. NEW CONSTRUCTION

Describe new construction and nature of the project in detail. Include photograph, material specifications, colors, etc.

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\_\_\_\_\_

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**G. DEMOLITION OF EXISTING STRUCTURE**

- (1) Describe the structure and give the reason for demolition. Include a photograph.
- (2) Describe the proposed reuse of the site. The reuse must be approved as part of your request. It must also comply with the Design Guidelines.

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**H. RELOCATION OF STRUCTURES**

- (1) Give the reason for relocation. Include a photograph.
- (2) If the structure is to be relocated within the district, describe any proposed exterior alterations.
- (3) Describe any site features which will be altered or may be disturbed, including foundation, walls, driveway, vegetation or other features.

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**I. INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION WHERE APPROPRIATE.**

- Sketches, drawings, photographs, specifications or other descriptions of proposed changes to the building facade or roof, new additions, or site improvements. Drawings will be required for major changes in material or design for such items as roofs, moulding, porches and railing, fences, doors and windows.
- Color of brick, specific components of mortar mix and joint tool to be used, where masonry work is proposed.
- Sample of shingles for new roofs.
- Sample of other proposed materials when the original material will not be retained.
- Site information including the location of all trees over 12" in circumference, parking areas, walls, fences, outbuildings, etc.
- Plot plan with measured distances for new parking areas or when land use or density of units is to change.
- Plot plan for new construction.
- Elevation drawings of each facade and specifications which clearly identify the appearance of the new construction.

**J. SUPPLEMENTAL INFORMATION**

As a practice, the city does not produce a verbatim transcript of the Historic Preservation Commission meetings. If a transcript is requested, the production of said transcript shall be at the expense of the applicant, owner, or other requesting party, but not of the City of High Point. Signature below indicates assent to this rule.

Copies of all information submitted with the application will be retained by the Historic Preservation Commission.

When applicant is someone other than the owner, both signatures are required unless the applicant has power of attorney. If owner of attorney is in effect, attach copy of the power of attorney document.

Signature of Property Owner(s) and Addresses:

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Owner

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Address

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(Signature of Applicant)

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Received and Found to be Complete

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Address

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Signature

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(Telephone Number)

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Date